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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3600.2**

Effective Date:  
January 06, 2010

Expiration Date:  
January 06, 2015

[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

## **Subject: NASA Telework Program**

**Responsible Office: Office of Human Capital Management**

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## **APPENDIX C. Telework Agreement**

The Telework Agreement Request to establish a Telework Agreement in WebTADS (WebTADS 2.8.5.11 as of the date of this NPR) will be used to comply with the procedures established, to the greatest extent possible, until such time as modifications to WebTADS are made. Employees shall continue to identify telework requests as either core or episodic until WebTADS is modified. At which time, employees will have the option of establishing regularly scheduled telework days.

### **C.1 Employee Certification**

C.1.1 I have read and understand NPR 3600 and any applicable Center-specific policy and procedures relative to telework.

C.1.1.1 I will fulfill all my responsibilities in accordance with such policies and procedures.

C.1.1.2 I will ensure that my workstation, computer, and work area are appropriately set up to ensure my safety and the adequate protection and security of any NASA-provided equipment in my possession.

C.1.1.3 I will comply with Government-wide regulations and Agency/Center policy and procedures for the safeguarding of information; specifically, that which is SBU information or contains PII.

C.1.1.4 I understand that I will utilize the same time and attendance rules as non-teleworkers, including the procedures for requesting leave, overtime, or

compensatory time.

C.1.1.5 I understand how working at an alternative worksite (i.e., home, Telework Center, etc.) may impact my pay and entitlement to compensation for travel and require me to work during emergency closure, administrative dismissal, etc.

C.1.1.6 I will be available to and communicate with my supervisor on a regular basis regarding work products done remotely.

C.1.1.7 I understand that I or my supervisor may terminate this Agreement by giving advance notice if feasible. In addition, I understand that my supervisor may terminate this Agreement should my performance fail to meet my performance standards, my conduct results in disciplinary action, or the telework arrangement fails to meet the needs of the organization.

C.1.2 I have reviewed and understand the terms and conditions of this Telework Agreement and have discussed them with my supervisor.

## C.2 Approver Certification

C.2.1 I have read and understand NPR 3600 and any applicable Center-specific policy and procedures relative to telework.

C.2.1.1 I will fulfill all my responsibilities in accordance with such policies and procedures and this Agreement.

C.2.1.2 I have determined the employee is eligible to telework, including ensuring that the employee's most recent performance summary rating is at least "Fully Successful" and no disciplinary action against the employee has been taken in the last 12 months.

C.2.1.3 I have reviewed the Agency/Center's policies and procedures relative to telework with the employee.

C.2.1.4 I have discussed performance and communication expectations while in a telework status with the employee.

C.2.1.5 I have verified that all NASA-provided equipment issued to the employee has been appropriately documented.

C.2.1.6 I have discussed with the employee the need to ensure a safe alternative worksite and the adequate protection and security of any NASA-provided equipment in his/her possession.

C.2.1.7 I have reviewed the Government-wide regulations and Agency/Center policy and procedures regarding offsite access to classified information and the safeguarding of information; Specifically, that which relates to SBU information or contains PII.

C.2.1.8 I have confirmed that the employee understands that he/she must utilize the same time and attendance rules as nonteleworkers, including the procedures for requesting leave, overtime, or compensatory time.

C.2.1.9 I have discussed with the employee how working at an alternative worksite (i.e., home, Telework Center, etc.) may impact his/her pay and entitlement to compensation for travel and that he/she may be required to work during emergency closure, administrative dismissal, etc.

C.2.1.10 I will communicate with my employee on a regular basis.

C.2.2 I have reviewed and understand the terms and conditions of this Telework Agreement and have discussed them with my employee.

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